

**Minutes
State Board of Social Services Advance**

September 25, 2007

Attendees

Nettie Simon-Owens, Trudy Brisendine, Peppy Linden, Maggi Luca, Marilyn Rigby, Brenda Hornsby, Shirley Culpepper, Bela Sood, Jim Schuyler, Julie Christopher, Bernie Henderson, Sarah Snead, and Commissioner Conyers.

Staff

Richard Martin, Pat Rengnerth, Al Wilson and Jan Sigler

Facilitator

Patrick Patrong

Absent

Danny Brown

Call to Order

The Advance was called to order at 9:00 a.m.

Welcome and Introductions

Chairperson Nettie Simon-Owens welcomed attendees and introductions were made. The purpose of the Advance and an outline of today's journey were reviewed.

Understanding the Commonwealth's Perspective

Richard Martin, Director of Legislative and Regulatory Affairs advised the Board has over 125 specific mandated duties listed in the CODE.

Bernie Henderson, Deputy Secretary of the Commonwealth spoke to members about their role and responsibilities while serving on the Board. He advised the Board's role is to be a responsible conduit for public involvement in agency activities. Board members share equal power with each other including the Chair.

He advised the Board can't make inspections of facilities unless they are invited to do so.

Mr. Henderson reminded the Board that the press involvement should be handled by the Office of Public Affairs and they should not speak to the press on behalf of the Board unless specifically asked to do so.

Al Wilson, Assistant Attorney General, reviewed the Board's statutory duties. He advised the Board's first duty is to advise the Commissioner and second to pass regulations. The Board is protecting or assisting vulnerable citizens through regulations.

Mr. Wilson advised the Governor may ask the Board to investigate the management of a facility they license, but the Board can't do this on their own.

Members were encouraged to contact Mr. Wilson at AWilson@oag.state.va.us if they have further questions.

Budget

It was advised that the Board doesn't have it's own budget; but rather money allocated by line item to the Office of Legislative Affairs to cover administrative cost, stipend, meeting expenses, etc. Mr. Martin advised the Board spends approximately \$35,000 per year.

Navigating Changes and Embracing the Board's Purpose

Patrong Patrong, Director of Training Management and Facilitator of the Advance, talked about the stages of change and understanding the department's Vision Statement.

The Board viewed a film entitled *Who Moved My Cheese* by Spencer Johnson Partners, Inc. A copy of the book was provided to Board members.

Julie Christopher, former Board Chair and Director of the Department of Aging spoke to the Board about understanding the department's Mission Statement.

Discussing Board Structure and Protocol

The Board Committee structure, communications, and protocol were discussed. Mr. Patrong advised that committees bring recommendations to the full Board. Work done in committee ensures the full Board meeting flows smoothly. Members were reminded that the committee does not speak for the Board and information at this level should only be directed to the Board and not to outside entities.

Mr. Wilson reminded members that when 3 or more members discuss Board business, it is considered a meeting and is open to the public.

When emailing among members (and Board related) please ensure Richard and Pat have a copy of the email to adhere to record retention and FOIA purposes. Emails sent to Mr. Wilson directly does not have to be copied to Richard and Pat.

Discussion on whether members could have internet email access through VITA was discussed. Mr. Martin will research further and discuss at the October meeting.

The Board was directed to forward media calls to Marianne McGhee, Director of Public Affairs. She will respond on behalf of the Board.

The Chair stated she will form 3 ad hoc committees at the October meeting to review public comment; to review how information is shared on new initiatives and regulation impacts; and orientation and acclimation of new members. Anyone interested in serving on these committees should contact the Chair prior to the next meeting. Assignments will be made at the October meeting.

The Chair advised she will use the Adult and Children committees as needed. Due to the assignments already on the plate of the Poverty Committee and with meeting logistics, the Commissioner felt it would be better not to have the committee meet in October. The Chair was in agreement; however, after discussion a decision was made to hold a brief meeting of Board members of the Poverty Committee.

Committee Assignments

Chairperson Simon-Owens appointed Trudy Brisendine as liaison to the Strategic Planning Committee; Brenda Hornsby to the Child Welfare Advisory Committee; Shirley Culpepper to the Assisted Living Facility Advisory Committee; Marilyn Rigby to the VA Child Day Care Council Committee; and Peppy Linden to the Child Protective Services Out-of-Family Advisory Committee.

Determining Board Directions

The Board will focus on a two-year plan with measurable outcomes. Mr. Patrong stated that Smart Goals should be used in determining directions:

- S= Be specific-know what you want to do.
- M= Measurable-what are your benchmarks.
- A= Agreeable-everyone has the same goal.
- R= Reachable
- T= Time specific-how long will it take to get there.

Members felt it would be helpful to hear from “like” Boards and compare what is being accomplished and what challenges are being faced while serving Virginia’s citizens.

Orientation

Some members felt it important that department new-member orientation include information about the Board and its function. Commissioner Conyers will review this issue further.

Closing

Mr. Patrong will summarize today’s Plan and provide a copy to the members.

Board Protocol

Chairperson Simon-Owens asked that members wait to be acknowledged prior to speaking to ensure order is maintained during meetings.

Members were asked to review their notebooks and bring them to future meetings.

Closed Meeting

ON MOTION DULY MADE (Ms. Linden) and seconded (Ms. Rigby) moved to go into closed meeting for the purpose of consultation with legal counsel and/or briefings by staff members and attorneys pertaining to personnel. Motion carried with all in favor.

Certificate of Closed Meeting

By voice vote, members certified that to the best of each member's knowledge only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and only such public business matters as were identified in the motion convening the Closed Meeting were heard, discussed or considered by the State Board of Social Services. All members were in agreement.

Adjournment

The Advance adjourned at 3:30 p.m.

Respectfully submitted by Pat Rengnerth